

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: December 9, 2021

CC: All Departments



Notice: If you hold a Liquor, Common Victualler, Automatic Amusement, Entertainment, Class II or Class III Auto license and have not completed all of your forms and requirements, please contact Holly in our office to get those completed. All current licenses expire on December 31, 2021.



Our Police Chief, Michael Bennett, honored as the upcoming President of the Central Massachusetts Chiefs of Police Association.

Business Meeting: (This is where we provide basic information or expand upon memorandum enclosed in your packet).

Weekly: The Christmas Tree lighting and festivities on Sunday was very well-attended and enjoyable for all. Thank you to all who helped organize and run the event! We held the All Boards Meeting on Monday evening. Most of our Boards, Committees and Commissions had a representative present. We enjoyed refreshments, a well-run presentation by our Select Board Chair and some great input and conversation with all that were present. In the office, we held the bid opening for Baldwinville Fire Station Fire Escape project which we received one bid on. This item will be on the agenda of 12/22 for action. The Written Quotations package for the Town Hall Mini-Split project was drafted and sent for publishing and is on the website. Ongoing union negotiations. Meeting prep for the 12/8 meeting with all of the annual licenses being prepared.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Accepted and processed, property, motor vehicle and sewer payments. Processed payroll.

Letters of notice to foreclose were mailed to several properties that have been in tax title for quite some time. The phone has been extremely busy responding to the calls in response to the letters. We have already received payoff of one property that had been in tax title since 2017, and set up a payment plan on a second property.

Assessor: Will be starting the 3rd & 4th Quarter Billing process on Friday with hopes that the bills will be sent to the printers next week. Busy getting all information verified for Liens, Exemptions. Title V's, Betterments being applied to bills. Working on and posted agenda for next Tuesday's board meeting.

Town Clerk: The office is busy with the usual day to day activities. Issuing marriage certificates, notarizing documents, business certificate renewals. dog licensing, vital records request and meeting postings. We have begun to stuff the envelopes for the annual census mailing.

Public Works

Highway: Cleaned crushed stone that was spilled on the following roadways from an unknown truck on Brooks Road, Lord Road, Willow Street, and Depot Road. We did notify Graves so that they could watch the trucks when loading for covers, etc. Spot treatment for ice. Pot hole repairs various locations around town including Otter River Road, Red Foxx Road, and Willow Street. Millings on the sides of Partridgeville Road, Cardinal Lane, and Veterans Park. Cleaned drains on Highland Avenue, Lord Road, North Main Street, Main Street, Brooks Road, Dudley Road, South Main Street, Otter River Road, and Old Winchendon Road. Repaired drain cover on Dudley Road. Pump down Gilligan's Island. Chip tree on Old Winchendon Road. Straighten out and repair several street signs. Remove items from Senior Center basement for disposal, from multiple auctions that haven't been sold.

Building and Grounds: Replaced header on door at Greenlawn Cemetery garage. Replaced flagpole rope at Otter River. Maintained truck and put plow on truck to get ready for snow. Put brush hog and post hole digger away for winter storage. Cleaned up around outside of shop for winter. Flag duties. Picked up several large branches that came down in Pine Grove Cemetery. Leaf clean up at Templeton Center.

Public Safety

Templeton Police Department: 12/1 – 12/8 PD 344 Calls for Service, 18 motor vehicle stops, 0 arrest. Station – the battle continues to find a HVAC company willing to address the station needs in the report. On Wednesday, 12/08/2021, Chief Bennett was sworn in as the Central Massachusetts Chief's of Police Association president for 2022. Dispatch - 503 Calls (does not

include miscellaneous calls). Broadband lines were finally run to the Ladder hill tower. Now we are experiencing some difficulties in Phillipston with turning the Broadband connection on at the tower in Phillipston center.

Templeton Fire/EMS: Out of the office; will report next week.

Emergency Management: Nothing to report.

Development Services

Director: Out of the office.

COVID-19: Update to be provided on next report.

Board of Health: Health Agent out of the office. Next meeting scheduled for Monday January 10th, 2022, at 7:00 pm.

Conservation: Next meeting scheduled for Monday December 20th at 6:00 pm.

Planning Board: Next meeting scheduled for Tuesday December 14th at 6:30 pm, pending paperwork is received to create an agenda. Laurel View resident requesting topic to be added to Planning Board agenda.

ZBA: Nothing to report.

Building Department: 3 Building permits were received and processed: 1 Roof Replacement, a New Pellet Stove and 1 for Commercial Electric Vehicle Charging Station on Patriots Road. 3 Electrical Permits were issued: 2 for Residential service upgrades, and 1 for Commercial fixture upgrades at Gardner Wastewater Treatment Facility on Plant Road. 3 Plumbing Permits were issued: 2 for New Single Family Homes and 1 for tub/shower upgrade. 2 Gas permits were issued: 1 for a new underground line and 1 for furnace replacement. Inspector Continues to perform required annual safety Inspections with Fire Chief for licensed businesses in town.

Agricultural Commission: Nothing to report.

Community Services

Director/Library: Library Assistant, LouAnn Bankowski visited the middle school to offer a training on CWMars and accessing e-materials, as well as identifying students who need library cards. I worked on the library and senior services FY 23 budgets, warrant and I attended the All Boards meeting and Select Board meeting.

Senior Services: The Center played a role in Sunday's town-wide tree-lighting ceremony, with very good attendance. Happenings this week included: Pitch, Bingo, Memory Training, Creative Stitchers, Cribbage and Golden Agers. The Center is actively looking for the following positions: Activities Coordinator, Van Driver. Please email: hyoung@templetonma.gov

Due to short staffing, the Center will be open for appointments only (closed to the general public) on Wednesdays during the month of December.

Templeton Community TV: Week ending Dec. 10 – The Tree Lighting parade and All Boards meeting were covered and produced. Exterior area B-roll shoots took place. We planned and trained for sponsor shoots. The "Stay Fit with Liz: Health Neck" program was completed and broadcast for Senior Hour and a new playlist on [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb). TCTV is not booking meetings from Dec. 23 to Jan 3 to provide staff time off.

Important Dates to Remember

Select Board Meeting, Wednesday, December 22, 2021, 6:30pm at Town Hall